



NOTICE OF VACANCY

JOB TITLE:	Metering Manager
DEPARTMENT:	Utilities
SALARY:	\$46,692.77
CLOSING DATE:	June 22, 2006

MAJOR DUTIES:

Trains, supervises, evaluates, and schedules metering services employees. Reports to the Superintendent I or other designated person and works with employees, vendors, and the public to provide administrative support. Develops and maintains meter maintenance, repair and testing program. Plan and monitor meter shop operations. Updates and monitors meter activity in the CIS and Work Order software systems. Oversees handling of meter maintenance requests.

MINIMUM QUALIFICATIONS:

Associate degree in related occupational field of study or 13+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Extensive supervisory experience required. Considerable knowledge of management and supervision procedures. Familiarity with departmental policies and procedures. Proficiency in problem solving, interpersonal communications, and establishing and maintaining effective working relationships. Mastery of basic mathematics. Good communication skills, both oral and written. Demonstrated ability to work independently.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV

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